|  |  |
| --- | --- |
| Description: http://portalsp:81/Staff%20Handbook/College%20Logos/Logo%20%20Colour%20JPEG.jpg **Agreed Protocols of Mason House** | |
| I’ve got an extra in Mason House, what next? | As the teaching and learning program will continue as planned, extras for absent staff members will be pigeon holed as usual in the general staffroom. For further explanation please contact:  SEK, HYL or LEU for English/ Hums  DAJ, CHA or KOS for Maths/ Science |
| How will students enter Mason House? | Students will be lining up at the following entrances and are expected to have all of their materials with them.   |  |  |  |  | | --- | --- | --- | --- | | **Home Group** | **Home**  **Group** | **Where class will line up outside Mason House** | **Allocated room for Term 1** | | 7A | 7F K1 | Entrance opposite Orchard | H.01 | | 7B | 7G K2 | Entrance opposite Orchard | H.02 | | 7C | 7H K3 | Entrance opposite Library | Socratic Corner | | 7D | 7I K4 | Entrance opposite Library | Flinders | | 7E | 7S K5 | Entrance opposite Library | Curie Corner |   Classes are to begin each Maths, Science and English lesson at the above allocated room. Home groups will move on a rotation to the next room at the beginning of each term. |
| How do I know if students are prepared? | Each student is expected to have all required materials with them. Students have a red folder for English/Humanities and a blue folder for Maths. Students are not to be given permission to leave Mason House for forgotten equipment. |
| How will lessons begin for Maths? | In Maths, students will complete a quick problem solving exercise when they first enter the room. Teachers are asked to mark the roll during this time. |
| How will lessons begin for English/Hums? | Each English and Humanities class will begin with 10 minutes independent reading. The class monitor will go the resource node to pick up the container with novels for their class. Students do not have permission to go to the resource node for a novel during this time.  Students are to record their reading in their Reading logs (exercise book in their folders). Teachers are asked to mark the roll during this time. |
| How will students know what they are doing? | The learning intentions for the lesson and organisational instructions are communicated to students after the initial activity in their allocated ‘home’ room. |
| When are students able to go to the toilet or have permission to have a drink? | Students are not to be given permission to leave class in the first 30 minutes of the period. Only one student at a time can be given permission to go to the toilet at Mason House. Both boys and girls are to record going to the toilet in the exercise book located on the computer trolley. Only one student per class can be given permission to get a drink of water.  Students do not have permission to leave Mason House (unless for educational reasons). |
| Are students able to access all areas of Mason House? | Students do not have permission to enter the staffroom at Mason House, nor are they to enter any of the store rooms. Due to issues with graffiti, avoid using the small think tank. |
| What if a student is late? | Students who are late must see their class teacher who will need to adjust the roll. |
| Who will students go to for help? | Students should feel confident to seek the advice of any teacher. During workshops students are to ask the teachers leading that workshop. |
| Who do students hand work in to? | Their timetabled class teacher who will return all summative assessment within 2 weeks of submission. Formative assessment will be returned the following lesson. |
| What are the expectations in using the furniture in Mason House?  no | Students need to be seated so they can see the front of the room.  Any furniture that has been moved during a lesson is to be returned to its’ original position at the end of the period. There is a photo of the preferred layout for each area by the door.  The team have agreed that the 3 types of tables in the open area are to be kept in their respective areas. No more than 2 tables are to be pushed together with a preference of 4 students per table group.  H.01 and H.02 furniture is to be in rows.  To reduce damage to the walls, tables and chairs are not lean against them. It is recommended that sitting on the couches should be avoided during times of direct instruction*.*  Bean bags in the resource node are not to be thrown and to help keep them clean, students are not to put their shoes on them. |
| What process is followed if a student isn’t cooperating?  This needs to be more refined – to be discussed at our meeting | In preference to teachers stopping in the middle of instruction, a student who is not cooperating will be issued with a yellow card (a warning), should the student continue in not cooperating a warning will be written in their planner. Other interventions may include ‘time in’, an out of class conference, yard duty, parents contacted etc. Please check our Student Engagement Policy on the portal for more information. |
| How will students exit at the end of the period? | When students are working in cooperative learning groups, they can be dismissed one group at a time and exit through the same doors as entered |